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TORs for Resource Mobilization Consultancy and Partnership Building Service for HESPI/SALCA Program

1. Background

The Horn Economic and Social Policy Institute (HESPI), an autonomous and independent African Think Tank, is seeking a resource mobilization and partnership building expert to support its internal capacity for financial sustainability and to strengthen its policy research, capacity building, and knowledge dissemination in the IGAD region. The institute's capacity needs assessment program was conducted under the "Strengthening African Leadership for Climate Adaptation (SALCA)" program of the African Capacity Building Foundation (ACBF).

Following recent global economic crisis, the COVID 19 pandemic, and recurring instability in the sub region, Resources Mobilization (RM) for policy research-oriented institutions has been challenging. In particular, ensuring sustainable flexible funding has been difficult for autonomous institutions that are not supported by governments, notwithstanding the fact that their interventions are very relevant, pertinent, and much in demand under the current challenging circumstances.

The SALCA needs assessment indicated that the Institute's internal capacity to mobilize adequate and sustainable finance requires an effective RM strategy in place, a dedicated RM department with clear mandates, and clear implementation framework to secure funds from a diverse pool of partners. The required consultancy should begin with a thorough mapping of the donors and fund-raising space, so as to enhance HESPI's RM and partnerships building.

The following Terms of reference detail the requirements for a high-level RM expert for one year to conduct donor mapping landscape, develop the partnerships strategy, train/mentor relevant staff members, and prepare an agreed number of bankable funding proposals.

2. Purpose: The purpose of the consultancy is to engage a high-level RM expert to develop and support the efforts of the Institute through building its internal capacity; and manage the short-term RM processes and engagements.

3. Role of the RM Expert is to be engaged for one year, under this consultancy, in order to build the internal capacity of HESPI in RM, strengthen its external partnerships, and mobilize/raise new resources for HESPI's sustainability

3.1 Build internal organizational capacity for RM

- Develop or formulate a practicable RM Strategy for HESPI that details all activities related with fund raising, including RM plan
- Train relevant staff in effective RM, including funding proposal writing processes, budget plan development and coordinating with different units within HESPI
- Guide on funding proposal writing processes (in writing project and budget plan proposals and coordinating with other relevant departments)
- Share concepts and opportunities for collaboration (involving resources sharing)
- Collect donor intelligence and do donor landscape mapping relevant for HESPI
- Develop, institute and maintain relevant trackers and planners to monitor RM performance and make regular updates
- Carry out in depth reviews of unsuccessful proposals to identify reasons and any lessons learned. Document, share and develop plans to address identified weaknesses.
- Work with MEAL, Program Management and Info/Communication teams of the HESPI to develop marketing materials and presentations to donors and for broader external use.
- Work with program teams to identify gaps in the funding portfolio for out years and work closely with members to support the development of proactive concept papers that are marketable to donors.
- Supervise and ensure proper facilitation of project design workshops, developing concept papers, full proposals, and budgets, ensuring that high quality standards are met and that proposals meet donor and member requirements.
- Clearly identify roles and responsibilities and key actions of different units of HESPI for proposal development and ensure that there is a robust internal review process in place to ensure quality proposals are submitted.
- Oversee the coordination of Go/No-Go to evaluate opportunities for HESPI with key senior staff members.
- Develop, maintain and upgrade donor data base, proposal tracking system, collating system for proposal rejection reasons, resources roster, etc.
- To ensure that fundraising and RM information are up to date on the HESPI profiles, brochures and websites and other related social media platforms.
- Adapt and institute international best practices in effective RM

3.2 Mobilize/raise new resources for HESPI

- Identify and promote funding opportunities that align with HESPI strategic priorities. List them and share with the HESPI team (conventional donors, private sector entities, philanthropists, corporate agencies, etc. Match them with the HESPI program needs.
- Identify and facilitate dialogue between HESPI and potential donors (both in Nairobi and Addis Ababa)
- Promote HESPI success histories so that wide-ranging donors would know why should they fund HESPI
- Guide and assist in developing a RM work plan and constantly follow-up the implementation of the plan. This involves designing and writing materials for communications with different prospective donors and agencies.
- Assist in developing donor agreements in connection with funding opportunities and ensure effective and timely follow-up in terms of submission of reports to the donors and grant renewal proposals.
- Contribute to HESPI newsletter and distribution to donors particularly highlighting funds generated or resources mobilized and showing resources needs.

- Assist the program manager and researchers on how to monitor donor reporting and grant expenditure deadlines; responding to these deadlines while participating in the preparation of quality financial and narrative reports to donors.
- Initiate external engagement (donor networks, connection between HESPI priorities and donor interest, stakeholders)
- Supervise and ensure proper facilitation of project design workshops, developing concept papers, full proposals, and budgets, ensuring that high quality standards are met and that proposals meet donor and member requirements.
- Be accountable for reaching fundraising targets, ensuring the development and timely submission of high-quality project proposals as well as working in close collaboration with thematic area technical teams and other departments.
- Develop 2-3 high standard and competent proposals on selected themes and submit for a call

4. EXPERIENCE AND SKILLS

- Good understanding of donor proposal requirements (multi-lateral, bi-lateral, private sector entities, foundations, corporate entities, etc.).
- Proven track record in developing winning concept notes and project proposals.
- Highly skilled in program design, including development of log frames, Theory of Change, results frameworks, and budgeting; as well as inclusion of cross cutting issues like gender, environment, etc.
- Excellent writing and presentation skills in English.
- Strong interpersonal and communication skills including influencing, negotiation and coaching, as well as the ability to work well in an international or regional environment with people from diverse backgrounds and cultures.
- Good analytical, negotiating, communication and advocacy skills
- Good skills in developing and implementing RM strategies
- Ability to present complex information in a concise and compelling manner.
- Computer literacy and ability to effectively use a variety of software particularly Microsoft Packages (Excel, Word and Power point).

5. Academic Qualification: A minimum of Master’s Degree in Social sciences/ International Development/ Development Studies/MEAL, Project Management, RM or Fundraising or other relevant fields.

6. EXPERIENCE At least 10 years’ experience in Resources Mobilization management, and practical experience in external partnerships building, business development or projects management for research and/or knowledge generation institution.

7. How to Apply: Written applications including Cover Letter and CV indicating position applied for with day-time contact phone number(s) of three references. The application should reach the HESPI Administrator by not later than 15 February 2024 on E-mail: contacthespi@hespi.org with a copy to daniel.fantaye@hespi.org